



CITY OF BELLAIRE NEW HOUSE PACKAGE SUBMITTAL FOR NEW HOUSE PLANS

Three separate packages, as two will be sent out for review & approval,
Additional materials may be required

Property Address

The City of Bellaire is a zoned community and all plans must comply with all applicable Zoning Ordinances.

The City of Bellaire does not enforce Deed Restrictions but Builders are responsible to check property sources for compliance.

Package #1

Label for **Public Works** in a manila envelope.

Please include the company name, phone #, and job address on label.

	<u>BLDR</u>	<u>STAFF</u>
1. Fees paid & completed Water Meter & Sewer Tap application (City provided)	_____	_____
2. Completed Water Meter Connection Sheet (2 Copies)	_____	_____
3. Drainage Plan with calculations (2 Copies)	_____	_____
4. Site Plan * with Lot coverage calculations broken down by area (Example: driveway, house footprint area, etc,) and show setbacks on all sides of structures and must show preferred locations for water & sewer taps. (2 Copies)	_____	_____

Staff Only: Include Special Water Meter Form with information for the Public Works Department along with the Information listed above - PLEASE BE SURE TO KEEP ONE COMPLETED COPY FOR OUR WORKING FILES.

Package #2

Label for **ARKK Engineers** in a manila envelope.

Please include the company name, phone #, and job address on label.

Three (3) copies of each unless otherwise noted.

	<u>BLDR</u>	<u>STAFF</u>
1. FEMA Certificate - if property is located within the 100 year Flood Plain	_____	_____
2. Pre - Demo Existing Topographical Surveys - signed and sealed by a State of Texas Registered Professional Land survey or bearing the 2001 Bellaire Benchmark Adjustment.	_____	_____
3. Drainage Plan w/ Calculations - signed and sealed by a State of Texas Registered Professional Civil Engineer bearing the 2001 Bellaire Benchmark Adjustment with top of slab. Calculations sheet to be signed by a Civil Engineer. The drainage plan needs to show the down spouts connecting to the drainage system.	_____	_____

*****Plans larger than 11"x17" will no longer be accepted.*****

Package #3

Two (2) full sets of plans, stapled along the left side of the page with the information listed below.

Both sets of plans rolled up together with the **Building Permit Application**, **Approach Ramp Application** and **Soils Report** rubber banded to the outside of the plans.

	<u>BLDR</u>	<u>STAFF</u>
1. FEMA Certificate - if property is located within the 100 year Flood Plain House finished floor shall be 1' above the Base Flood Elevation	_____	_____
2. Topographical Survey - signed and sealed by a State of Texas Registered Professional Land Survey or bearing the 2001 Bellaire Benchmark Adjustment. (3 Copies)	_____	_____
3. Drainage Plan w/ Calculations - signed and sealed by a State of Texas Registered Professional Civil Engineer bearing the 2001 Bellaire Benchmark Adjustment with top of slab. Calculations sheet to be signed by a Civil Engineer. The drainage plan needs to show the down spouts connecting to the drainage system. (2 Copies)	_____	_____

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| 4. Property Boundary Survey- signed and sealed by a State of Texas Registered Professional Land Surveyor. (3 Copies) | _____ | _____ |
| 5. Site Plan * with Lot coverage calculations broken down by area (example: driveway, house footprint area, etc,) and show setbacks on all sides of structures. (2 Copies) | _____ | _____ |
| 6. Energy Code Compliance Certification - Must be prepared by an Architect, Designer or Certified Provider. (2 Copies) | _____ | _____ |
| 7. Soil Report - (1 Copy) | _____ | _____ |
| 8. Tree Disposition Plan - Submitted or already permitted | _____ | _____ |
| 9. House Plans - Plans shall be 2' x 3' and must have Designer's Signature or State of Texas Registered Architect's Seal and Signature. (2 Copies) | _____ | _____ |
| 10. Electrical Plans - Layout, load analysis and one-line diagram. (2 Copies) | _____ | _____ |
| 11. Plumbing Riser Diagram - Must contain gas lines, water lines, and washer and vent lines. (2 Copies) | _____ | _____ |
| 12. Meter Connection Sheet (2 Copies) | _____ | _____ |
| 13. HVAC - Sizing and layout. (2 Copies) | _____ | _____ |
| 14. Frame and Details bearing the State of Texas Registered Structural Engineer's Seal and Signature. (2 Copies) | _____ | _____ |
| 15. Foundation Plans with pier details bearing State of Texas Registered Structural Engineer's Seal and Signature. (2 Copies) | _____ | _____ |
| 16. Written verification of Request for Underground Utilities to be located, from One-Call - 1-800-545-6005. | _____ | _____ |
| 17. Building and Approach Ramp permit applications, completed. (1 Copy) | _____ | _____ |

Water Meter & Sewer Tap fees must be paid in full at the time the permit is issued.

***Proof of established Utility Account included in Working Files documents. ***

Original Foundation (Form) Survey, Engineer's Letter of Piers Inspection and density Test Report are to be submitted BEFORE HOUSE SLAB IS PLACED OR GRADE BEAMS INSTALLED. An Engineer's Letter of Inspection of Slab is required After slab is placed or grade beams installed as well. **(1 Copy)**

Original Topographical Survey submitted upon completion of house ("AS BUILT") reviewed by the engineer stating that it substantially conforms to the design and intent of the Drainage Plan submitted for permit. Survey must also include "AS-BUILT LOT COVERAGE CALCULATIONS AND THE TOP OF SLAB ELEVATIONS."

Note: Building Permits and Plans Must Be Posted on the Job Site

Lot Coverage Calculation Example

Lot Area	7400 sq. ft.
Structure Space	2340 sq. ft.
Paving/Flatwork	860 sq. ft.
Decking	400 sq. ft.
Total	3600 sq. ft.
divided by 7400 = 49%	

Total divided by Lot Area = Lot Coverage %

Current Bellaire Codes

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Plumbing Code
- 2012 International Gas Code
- 2012 International Mechanical Code
- 2012 International Energy Consumption Code
- 2011 National Electrical Code

For more information please visit:
www.ci.bellaire.tx.us